

Instructions for Activating a TRAIN Account for HHS Enterprise (DADS, DARS, DFPS, DSHS and HHSC) State Employees

TRAIN is a national Learning Management System (LMS) used by state and local public health departments as well as other public health partners throughout the nation. It is a web-based system which allows public health training departments and public health professionals manage their training records. The Texas portal is funded and supported by the Texas Department of State Health Services' Division of Prevention and Preparedness. TRAIN Texas is available 24/7 through the internet and it is free to use by public health professionals.

System Requirements for Learners:

- Internet Explorer 6.0 and above
- JavaScript enabled

NOTE: Users running other Browsers could potentially experience problems when using TRAIN.

All Health and Human Services employees (DSHS, DADS, DFPS, DARS and HHSC) have an account established in the TRAIN Learning Management System (LMS). This account is created from your personnel information entered in accessHR.

If you have never logged in before, you can login and then set up a password.

Please follow these steps:

1. Access TRAIN at <https://tx.train.org/>
2. Enter your **work** e-mail address under "Login Name" (for example, jane.doe@dshs.state.tx.us) and select the "Login" button.

State of Texas TRAIN Website

Welcome Guest | Login

TRAIN Texas

Friday, April 03, 2009

Home Course Search Calendar Help Competencies About This Site

Member Login

Login Name:

Password:

Login

[Forgot Your Password?](#)

[Create Account](#)

Become A Course Provider

To add your courses to the TRAIN system,

[Become a provider](#)

[Large Font Version](#)

Powered by TrainingFinder

[Please click here to view learning calendar](#)

Welcome to TRAIN, the premier learning resource for professionals who protect the public's health. A free service of the Public Health Foundation, www.train.org is part of the newly expanded TrainingFinder Real-time Affiliate Integrated Network (TRAIN).

IMPORTANT MESSAGE FOR NEW USERS OF TRAIN TEXAS:

All accounts created in the TRAIN Texas system must be created with your **FULL E-MAIL ADDRESS** (i.e. jane.doe@cityofaustin.org) as your Login Name.

All Texas Health and Human Services (HHS) Enterprise employees automatically have an account set up within 60 days of hire date based on personnel data in the HR system. First time users will login with e-mail address as login name and **NO** password. Please **DO NOT** attempt to create a new account, or you will receive an error. If you are a new employee of HHS and unable to login, contact the TRAIN Texas helpdesk at train@dshs.state.tx.us.

If you can't remember your password, **DO NOT** create a new account. Instead, please enter your Login Name and select the "Forgot Password?" link. The security question you set up when initially creating your account will prompt you for an answer. If you can't remember the answer to your security question, contact the TRAIN Texas helpdesk at train@dshs.state.tx.us.

3. TRAIN policies will display. Please review and select the “agree to these TRAIN policies” and select the “Next” button to continue.

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Home Course Search Calendar Help Competencies About This Site

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.
Note: You must agree to these policies to be able to access the TRAIN website.

TRAIN Policies

- I. General Policies and Liability Terms
- II. Confidentiality Statement
- III. Learner Rights and Responsibilities
- IV. Course Provider Rights and Responsibilities
- V. Definitions

☐ I agree to these TRAIN policies *

Next Cancel

4. You will be prompted to set up a security question, so you may retrieve your password in case you forget it at a later date. There are several options available to you in the drop down box located at the end of the **Question:** * Select a question and enter the answer. Select the **Next** button.

Password Questions

Please choose your secret question and provide a ONE WORD answer.
You will be asked this question if you forget your password.

Question: *

Best Friend's Last Name

Answer: *

jones

5. You will be prompted to set up a secure password.

You are required to update your password at first login.

Password: *

Confirm Password: *

Next Cancel

6. You will notice that some information will already have been entered. Enter information in the remaining fields which have an asterisk (*) Please complete all required information. Select the “Next” button to continue.

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Friday, April 03, 2009

Home Course Search Calendar Help Competencies About This Site

Required Fields:

Login Name: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Title: *

Telephone (daytime): *

Example: (777)777-7777

Email: *

Confirm Email: *

Organization name: *

Department / Division: *

Address 1: *

City / Township / Town: *

Zip code / Postal code: *

Country: *

State / Territory: *

County: *

Optional Fields:

Middle Name: *

Telephone (evening): *

Daytime Extension: *

Pager: *

Fax: *

Mobile: *

Bureau / Section: *

Address 2: *

☐ I would like to receive notifications about the site updates by email.

Please choose your secret question and provide a ONE WORD

Example of Completed Required Fields

Required Fields:

Login Name:*	ksmith@sahospital.org
Password:*	*****
Confirm Password:*	*****
First Name:*	Ken
Last Name:*	Smith
Title:*	Nursing Supervisor
Telephone (daytime):*	(218) 454-3344
	Example: (777) 777-7777
Email:*	ksmith@sahospital.org
Confirm Email:*	ksmith@sahospital.org
Organization name:*	San Antonio Hospital
Department / Division:*	Nursing Service
Address 1:*	1545 Alamo St.
City / Township / Town:*	San Antonio
Zip code / Postal code:*	72343
Country:*	United States
State / Territory:*	Texas
County:*	Bexar

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password:

Question:*

Best Friend's Last Name

Answer:*

Brad

TRAIN Resources

TRAIN Texas FAQs <http://www.dshs.state.tx.us/compreg/train/>

TRAIN Help Desk for technical issues (512) 458-7336 or txtrain@dshs.state.tx.us